



# Job Description: Wastewater Operator

**DEPARTMENT:** Infrastructure Services  
**REPORTS TO:** Manager of Maintenance and Operations  
**LAST REVIEWED:** April 2024  
**APPROVED BY:**

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Director of Infrastructure Services

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Chief Administrative Officer

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## JOB SUMMARY

The Wastewater Operator reports to the Manager of Maintenance and Operations and is responsible for assisting with the efficient operation of the Town's collection systems, wastewater treatment plant and lift stations to ensure the effective collection and treatment of municipal wastewater in accordance with regulatory requirements, incorporating industry best practices.

This position requires an individual with strong technical skills and the necessary training and experience to assist in the operation of both a municipal sewer collection system and wastewater treatment plant.

## TYPICAL DUTIES

- Assist in the performance of the operators' duties outlined in the most current BC EOCP Guide for Wastewater Treatment and Sewer Collection Systems. This includes providing support to the Public Works Lead Hand.
- Assist in the day-to-day regular operation and maintenance of all pumps, motors, electrical equipment, flow measuring, metering or regulating equipment and structures. The above listed equipment is found in pumping stations, treatment facilities and valve chambers.
- Perform preventative maintenance inspections and procedures on all facilities and equipment within scope of responsibilities and maintain records of such inspections.
- Assist with the installation of minor construction capital projects of sanitary and storm sewer collection systems.
- Operate the Wastewater Treatment Plant during weekends, as scheduled.
- Maintain as required, daily, monthly and annual records of the sewer utility in a neat and legible manner.
- Maintain in a clean, sanitary and safe condition all equipment and facilities within scope of responsibilities including following all required protocols and cleaning/disinfecting measures to maintain a hygienic workplace and reduce the risk of contamination.

## Town of Gibsons Job Description

### Wastewater Operator

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- Perform laboratory tests as may be required for quality and process control and to maintain records of such tests.
- Perform other duties as assigned by the Manager of Maintenance and Operations or the Senior Operator of the Wastewater Treatment Plant.

#### **EDUCATION, EXPERIENCE AND QUALIFICATIONS**

- Completion of Grade Twelve or equivalent.
- Valid current BC EOCP certificate in both Wastewater Treatment 1 and Sewer Collection 1.
- Satisfactory Wastewater Treatment Plant laboratory training and experience.
- Satisfactory SCADA training and experience.
- Valid Confined Space Entry Certification or ability to obtain certification.
- Basic mechanical and electrical training and experience.
- Valid Motor Vehicle Air Endorsement Certification or ability to obtain certification.
- Valid Occupational First Aid certification or ability to obtain certification.

#### **KEY COMPETENCIES AND ABILITIES**

- Demonstrated ability to act in a reasonable and rational manner under stressful and emergency conditions.
- Demonstrated ability to communicate effectively, orally and in written form.
- Demonstrated ability to work safely using recognized lock-out and confined space entry procedures.
- Demonstrated ability to deal effectively and courteously with the general public.
- Demonstrated ability to work within a team to achieve improvements.
- Demonstrated ability to prepare reports of a technical nature and to initiate, develop and maintain a wide variety of reports, records and statistical data using Microsoft Excel.

#### **ADDITIONAL INFORMATION AND REQUIREMENTS**

- Valid Class 5 B.C. Driver's Licence.
- This position requires an individual who is available to work weekends as well as participate in a standby schedule during non-business hours, as required.

**GENERAL WORKING CONDITIONS**

- Indoor and outdoor work in all types of weather.
- Heavy lifting including a minimum of 50 lbs from the ground up.
- Repetitive motions including standing for long periods of time and frequent kneeling, twisting, bending, lifting, squatting and climbing ladders.

**REPORTING RELATIONSHIPS**

- Reports to the Manager of Maintenance and Operations. Receives day-to-day direction from the Chief Operator (Wastewater Treatment Operator Level III).